

## **Workforce Education Initiative (WEI) Definition | Process for Submission**

The **Workforce Education Initiative (WEI)** is a partnership between Indiana Adult Education and Hoosier employers to help employees retain jobs, improve performance, and advance in their professions. Employers desire a better-skilled workforce in order to optimize safety, increase productivity, and improve quality in the workplace. Meanwhile, employees with limited skills must have access to quality workforce programs that build their abilities, attain industry-recognized credentials, and qualify for additional training. Relationships between adult education providers and employers should result in **measureable benefits** for adult education participants whether they are current or prospective employees.

A relationship may include one or more of the following characteristics –

- (1) Classroom and training areas provided by employers to offer basic skills upgrading and certification courses for employment or to retain employment;
- (2) Computers, projectors, white boards, and Internet provided by employers for instruction;
- (3) Books, materials, and instructional software provided by employers for training;
- (4) Salaries paid by employers for employees to attend classes;
- (5) High school equivalency fees reimbursed by employers for employees to take the exam; and
- (6) Externships and/or internships offered by employers for employees to develop career pathways.

**How do WEIs differ from other ABE classes offered to the public?** WEIs require employer buy-in. Along with buy-in, a memorandum of understanding (MOU) should include a written agreement that spells out each parties' requirements and responsibilities, and mutually accepted expectations. If a relationship with an employer consists of only granting interviews to participants, this is not a WEI because helping participants with interviews is something adult education should do for all students. Company buy-in is missing in this example.

**Examples of company buy-in include –**

- a) An adult education provider signs an MOU with a company to improve employee workplace skills over the next year. The employer agrees to recruit employees to participate in adult education classes at the plant. The business also agrees to grant interviews to employees of a staffing agency who work at the plant if specific milestones are met. The company will provide two classrooms and will purchase books, materials, and instructional software for the adult education program to utilize.
- b) A company desires to improve English language skills for employees and family members. An emphasis is to improve plant safety on the floor, and for employees to be able to recognize and read warning signs and labels in English on the job and at home. The business permits each employee an opportunity to invite an adult family member to participate in the class. The company agrees in an MOU to pay the teacher's salary while adult education funding will provide TABE CLAS-E testing and all instructional materials. The company's HR department secured classroom space at a nearby community center.
- c) An adult education program works with a major health care provider in the area to develop a Certified Medical Administrative Assistant (CMAA) course. In the MOU, the health care facility provides space for classes and participates in the course by sending speakers for several class talks. The employer will purchase instructional software to utilize in the computer lab for the class. The WEI class, supported in part by Integrated Education and Training (IET) funds, is open to employees who wish to advance in the company and the general public. The health care provider allows employees to attend classes on company time, and offers paid externships and agrees to interview participants for positions upon completion.

These scenarios are examples and are not a complete list of WEIs that may be approved. Contact Roy Melton (rmelton@dwd.in.gov), WEI coordinator, for more information.

## Integrated Education and Training (IET) Definition | Process for Submission

WIOA (Workforce Innovation and Opportunity Act), Title II (Adult Education and Family Literacy Act) defines Integrated Education and Training (IET) as a service approach which provides adult education and literacy activities simultaneously and contextually with workforce preparation activities and workforce training for a specific occupational cluster. The IET must have a single set of learning objectives, and include three components – adult education and literacy activities; workforce preparation activities; and workforce training. As part of a career pathway, IETs should support local and state workforce development board plans.

### Example of an appropriate IET course –

- a) The Certified Nurse Assistant (CNA) course is designed along with [Training Provider] to meet Indiana IET requirements, and adult education and career certification needs of students. The Certified Nurse Assistant (CNA) course will prepare students with academic, technical, and workplace skills in Health Sciences and are aligned to the College and Career Readiness Standards for adult education. The Certified Nurse Assistant (CNA) course will assist in developing an understanding of the industry-specific competencies needed for Health Science careers, attain industry certification, and build academic skills needed for the high school equivalency exam or entry into post-secondary or career training.

### Certifications

Professional or industry associations may award occupational certificates. The terms “certificates” and “certifications” are often confused. Major distinctions are –

Certificates are completion-based and denote participation in a defined course of study.

- a) Certificates are often related to discrete skills within one or more industries or occupations (such as writing and leadership).
- b) Certificates may have value and are occasionally required; however, they are typically not eligible to be counted towards the credential attainment indicator since they do not prepare individuals with the competencies required to perform a specific occupation. Examples include certificates for discrete skills such as general **hygiene (handwashing)**, general **safety**, **cardiopulmonary resuscitation (CPR)**, **work readiness**, and **food-handling**.
- c) **Certifications** attest to attainment of competence through rigorous examination or demonstration, and may also have a work experience requirement.
- d) **Certifications** are usually considered to be more rigorous and indicate a higher level of competence or proficiency than a certificate.

## **IET, WEI, or IET WEI Combo Course Submission Process 2020-2021**

- 1) Develop a curriculum with the employer and/or training provider to meet specific training needs.
- 2) Complete the IET/WEI application, IET/WEI InTERS spreadsheet, and include supporting documents.
  - a. Use the following InTERS naming convention for WEI courses. The course name **must** include the employer, or company name, and fiscal year.
    - i. "WEI CompanyName 202021"
    - ii. If the WEI is with "American Legion," in InTERS a name could be:  
"WEI AmerLegion 202021"
    - iii. If the course is an IET/WEI combination course, in InTERS format the name as follows –
      - "IETWEI Employer 202021"
      - For example, "IETWEI AmerLegion 202021"
  - b. Use the following InTERS naming convention for IET courses. The course name **must** include the type of certification training, provider name, and fiscal year.
    - i. "IET ProviderName CertificationTraining 202021"
    - ii. For example if an adult education provider is named, "Listen and Learn USA" and the IET is for Certified Nursing Assistant certifications, in InTERS a name could be – "IET LLUSA CNA 202021"
- 3) Create the course in InTERS, and ensure the information in InTERS matches the information on the WEI spreadsheet.
- 4) Submit to the AEC for review.
- 5) If approved, the AEC will forward application materials to the IET/WEI coordinator.
- 6) The IET/WEI coordinator will provide final approval, and the course will be activated in InTERS by the data team.
- 7) A final approval with an approval number will be sent to the AEC and adult education provider.

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